

Interim FPR Packages

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

<div>PM \ DPL</div> <div>PM \ DPL</div> <div>PM \ DPL</div>	<ol style="list-style-type: none"> Place the PDF plans and the associated DGN files in the Record Plan Set folder. <ol style="list-style-type: none"> Create a subfolder under <i>PI\Record Plan Sets\</i> and name it <i>07a – Interim FPR Plans</i>. Place the PDF plans and the associated DGN files used to generate the plans in the <i>PI\Record Plan Sets\07a – Interim FPR Plans</i> folder just created. Run the Refscan utility on all DGN files to correctly associate the reference files in this new location. Complete the document properties for the submitted plans in the Record Plan Set folder. <ol style="list-style-type: none"> Select all the files in the folder. Right-click and select Assign Document Type Select the following: <p>Document Group: <i>Preliminary Engineering</i></p> <p>Document Category: <i>Design Plans</i></p> <p>Document Type: <i>Working Plans</i></p> <p>Click on OK</p> Contact the Asst. State Project Review Engineer and request that an <i>IFPR</i> folder be created under the <i>PI\PE\Engineering Services\Design Review</i> folder. Create a package by placing documents\files into a ProjectWise (Document Set) (see steps <i>a-f</i> below) in the <i>PI\PE\Engineering Services\Design Review\Interim FPR</i> folder. The <i>PM\DPL</i> request letter, hard copy plans, completed and signed checklist, and an email link to the submittal package is sent to Engineering Services and the distribution list. <ol style="list-style-type: none"> Click on the ProjectWise folder <i>PI\PE\Engineering Services\Design Review\Interim FPR</i> folder From the ProjectWise menu click Document=>Set=>New For Name enter Interim FPR Package Click OK Locate the required documents and drag them into the set When finished, close the document set.
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<div>PM \ DPL</div> <div>PM \ DPL</div> <div>PM \ DPL</div>	<p>Package to include (Typical Items – refer to 2440-1e - Interim Field Plan Review Inspection Checklist):</p> <ul style="list-style-type: none"> • Transmittal letter including description of project (PI\PE\ Program Delivery\Correspondence) • Printout of the Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation (PI\PE\Roadway Design\Cost Estimates) • Environmental “Green Sheet” (Signed by the Project Manager), if available (PI\PE\Environmental\NEPA) • Written certification stating that the current design for the proposed project is consistent with the approved RTP/TIP/STIP or that the design or concept has not changed since the letter issued by the Office of Planning at the PFPR Stage. For projects in the non-attainment areas the certification should come from the Office of Planning. For other projects, including exempted projects within non-attainment area, written certification comes from the Design Phase Leader/Engineer of Record. (PI\PE\Planning\STIP Certification Letter) • The MOST UP TO DATE plans (one (1) half size set) shall include all plans that will be part of the contract. (PI\Record Plan Sets\07a – IFPR Plans) • All Project Specific Special Provisions (PI\PE\Special Provisions) • Copy of email to State Construction Office requesting the approval of SP 108.08 and SP 150.6 (PI\PE\Special Provisions) • Bridge Design Special Provision Checklist (PI\PE\Bridge Design\Correspondence) • Earthwork Calculations Summary (mainline, side streets, and staging) (PI\PE\Roadway Design\Roadway\Quantities) • Approved Pavement Design (PI\PE\Materials\GEP Bureau\Pavement Engineering Branch\Pavement Design\Reports) • Approved Bridge Foundation Investigation Report (PI\PE\Materials\GEP Bureau\Geotechnical Engineering Branch\BFI\Reports) • Approved Wall Foundation Investigation Report (PI\PE\Materials\GEP Bureau\Geotechnical Engineering Branch\WFI\Reports) • Transportation Management Plan (PI\PE\Roadway Design\Roadway\[Create Transportation Management Plan] sub-folder) • Copy of submitted\approved Design Exceptions\Design Variances (PI\PE\Roadway Design\Roadway\Design Exceptions & Variances) • Q\A Certification (GDOT Plans - QA Checklist, Consultant Plans - QC\QA Certification Letter) (PI\PE\Roadway Design\QA-QC)
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Engineering Services	<p>6. Create the Scheduling letter in <i>PI\PE\Engineering Services\Design Review</i> and send email notification to the distribution list with a link to the ProjectWise location.</p> <p>7. IFPR Report created in <i>PI\PE\Engineering Services\Design Review\Interim FPR</i> folder. Engineering Services will send an email notification to the distribution list with a link to the ProjectWise location.</p> <ul style="list-style-type: none"> ○ Utility Risk Management Plan to be included if applicable, sent to SUE for review. ○ Distributed via email link to FFPR distribution list after FHWA approval if required. <p>8. The draft Report is finalized by the reviewer with comments (<i>PI\PE\Engineering Services\Design Review\Interim FPR Comments.docx</i>) from meeting. Engineering Services sends an email link with approved report to the distribution list.</p>
PM\DPL	<p>9. Adds responses for Engineering Services' acceptance of the report.</p>
OES	<p>10. Either accepts or asks that a response be modified. Once "<i>Accepted</i>", adds the acceptance date to the report and will send an email link to the <i>PM\DPL</i>.</p>
PM\DPL	<p>11. Send email notification to distribution list with a link to the ProjectWise location of the accepted report.</p>